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PERSONNEL DIRECTOR MEMORANDUM NO. 49-53 (DRAFT)

SUBJECT: Leave Rights of Employees Separated for the Army Enlisted Reserve Program for Draft Eligibles

REFERENCE: CIA Regulation No. [REDACTED] Equivalent Military Credit Program

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1. Employees who are separated for military service under the Army enlisted reserve program for draft eligibles (see referenced Regulation) may elect to have any accrued annual leave remain to their credit until their return to the Agency following their 16 weeks' period of basic military training or to receive a lump sum payment for accrued annual leave at the time of their separation for basic military training.

*Counseling Branch, P.D.*  
2. ~~Personnel Relations~~ Branch (Overt or Covert, as appropriate) will inform each employee separating for this reason of his option for disposition of his accrued annual leave. The decision of the separating employee will be noted in Section 21, Remarks, of Standard Form 52, Request for Personnel Action, in the following manner:

a. "Employee requests annual leave remain to his credit pending return from active military service in accordance with 5 U.S.C. 61a."

OR

b. "Employee elects payment of lump sum for accrued annual leave."

3. Transactions and Records Branch (Overt or Covert, as appropriate) will record statement a. above or the standard remark regarding lump sum leave, as appropriate, in Section 21, Remarks, of Standard Form 50 (or Standard Form 52 in lieu thereof), Notification of Personnel Action.

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GEORGE E. MELOON  
Personnel Director

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Heads of Comptroller*